

Report for Week Ending 30 October 1957  
from-  
RECORDS DISPOSITION BRANCH

1. Contributions

a. Intangible

- (1) A questionnaire has been drafted and when approved, will be circulated throughout OTR for the purpose of gathering information in the preparation of an audit and inspection of the OTR Records Control Schedule.
- (2) Established a procedure for securing copies of USSBS records in custody of National Archives for use of AEC. Such records will be borrowed by RMS from Archives and transmitted through our Liaison Division to the AEC for reproduction.

2. Assignments - Active

a. Project 6-95 - Office of Personnel ☐ ✓

25X1

With the exception of the Office of the DD/PER/PD, all schedules have been returned and adjustments are being made to the disposition instructions. Project is 90% complete.

b. Project 8-18 - Office of Operations/Contact ☐ ✓

25X1

The records control schedule is being revised to reflect the change necessary since our original schedule was written in 1954. Project is 50% complete.

c. Project 8-20 - ORR ☐ ✓

25X1

Subject Numeric file system is being installed in the Branches of the Services Division. In Trade Control Branch (previously Economic Defense Division) we consolidated three separate files into one file. This will permit destruction of about 4 cubic feet and the retirement of about 5 cubic feet of permanent records. ORR Records Officer is also working in this Branch to retire a large amount of their inactive substantive records. Project is 20% complete.

d. Project 8-24 - Map Library Division, ORR ☐

25X1

No change from previous report as we are awaiting reply to our request for statistical information, Project is 10% complete.

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3. Assignments - Inactive

25X1 a. Project 6-40 ( )

Awaiting meetings between this branch and Security and Audit  
re: lower retention periods for certain control records and the  
establishment of procedures for the audit of accountable records.

b. Project 6-90 - Commercial Staff ( )

25X1

4. News

25X1 ( ) are attending the National Business Machines  
Show in New York sponsored by the Office Executive Association.

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